

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">Please submit new MLC/IHA application Form from US Navy Yokosuka Web Page.          応募用紙は、米海軍横須賀ホームページ記載の新書式をお使い下さい。  <a href="http://www.cnrc.navy.mil/regions/cnrcj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html">http://www.cnrc.navy.mil/regions/cnrcj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html</a></p>		広報番号 Announcement No.	A-16-084
		初回選考締切り日 1 <sup>st</sup> Cut Off Date	21 Dec 2016
		募集締切日 Closing Date	Open Until Filled
		発行日 Date of Issue	30 Nov 2016
1. 職種名 Job title ( 等級 Grade 2-6 / 語学能力級 LPL-1)	募集人数 No. of Recruitment  1 名	4. 募集範囲 Area of Consideration	
Heavy Vehicle Driver, #2136 (重車両運転手)		<input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity	
低い等級での採用の可能性 <input checked="" type="checkbox"/> 無 No <input type="checkbox"/> 有 Yes Acceptance at Lower Grade		<input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance	
<input type="checkbox"/> 事務系 Administrative <input checked="" type="checkbox"/> 技能系 Trade & Service <input type="checkbox"/> 保安・消防系 Security & Fire <input type="checkbox"/> 医療系 Medical		<input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide	
2. 部隊 Activity		5. 雇用の種類 Type of Employment	
NAVSUP Fleet Logistics Center Yokosuka Regional Services Department Material Services Division Warehouse & Transportation Branch Atsugi Section		<input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent	
勤務場所 Working Place: 綾瀬市厚木基地 Ayase, Atsugi Base		<input type="checkbox"/> 限定 Limited Term (NTE: )	
3. 勤務時間 Work Schedule ( 週 40 時間制 hr/wk )			
勤務日 Work Day: Mon – Fri 勤務時間・休憩 Work Hours / Recess: 0730-1615 / 1130-1215			
<input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties			
This position is located at the NAVSUP Fleet Logistic Center Yokosuka (FLCY) Regional Services Department, Warehousing, Site Atsugi. The incumbent assists and reports to the Forklift Operator F/B and Supervisory Traffic Manager #222 MLC 1-7 in this Division. The incumbent conducts the following specific duties:			
<b>MAJOR DUTIES AND RESPONSIBILITIES</b>			
Operates heavy automotive vehicles assigned to NAVSUP Fleet Logistics Center Yokosuka (FLCY) Site Atsugi, Material Branch to transport and deliver heavy aeronautical and general supplies such as aircraft engines, wing panels, ground support equipment, lumber, pipe, steel sheets, drums etc. between Supply Warehouse and customer activities on or off station.			
Operates gasoline-powered mobile forklift trucks (Capacity 4,000lbs through 25,000lbs) with solid or pneumatic tires to move, load or unload, transfer, transport and stack or unstack palletized and/or heavy supplies at the cargo loading and unloading area.			

## 6. 職務内容 Duties (Cont'd)

Performs physical work involved in checking, segregating, palletizing, stacking, consolidating and assembling miscellaneous navy supplies which will be delivered to warehouses and customer activities.

Perform validation of all material documents upon delivery to the customers. Ensure receipt documents reflect customer's signature, circled quantity, printed name and date of receipt in accordance with Financial Improvement and Audit Readiness (FIAR) guidelines. Forward FIAR-compliant receipt documents to the Regional Inventory Manager Branch, Site Atsugi for further recordkeeping.

Performs operator's maintenance services including daily maintenance checks and insures cleanliness of all equipment and working area assigned to the NAVSUP FLCY Site Atsugi, Material Branch.

Performs other incidental duties as may be assigned.

## 7. 資格要件／身体条件 Qualification/Physical Requirements

### GENERAL (Applicable to all grades): 全ての等級に必要な資格要件

\* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1. (Please see last page for LPL)

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。（最終頁参照）

- One year of specialized work experience in the related field at 2-5 level (or equivalent). 関連分野における 2-5 等級相当での一年以上の専門技能職務経験。
- Japanese Large-size Vehicle Driver's License. 日本の大型自動車免許保持者
- Japanese Forklift Operator's License (1 ton and above). 日本のフォークリフト運転技術免許保持者 (1 トン以上)
- Japanese Large-size Special Vehicle License. 日本の大型特殊自動車免許保持者

Non-Japanese Applicants: Only those who possess permanent residential status are eligible. Please attach a copy of Residence Card (both front and back sides) and copy of your passport to your application.

Former US Military Members: Please attach DD Form 214 Copy (Member-4 copy) to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered.

- SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.

\*A handicapped applicant may be accepted, depending upon the degree and kind of disability.

学歴 Educational Background : See block #7

免許証／修了証 License/Certificate Required : See Block #7

## 8. 提出するもの Application and Associated Documents

- \* ☒ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)  
 \* ☒ 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)  
 \* の記入は Complete \* in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either
- ☒ 各免許証・資格証明書・修了証明書のコピー(7 欄要件に該当する場合) Copy of license/certificate (if any in block 7 applies).
- ☒ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。  
 Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) <選考結果通知用> 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.) <For selection Notice>
- ☒ 日本国籍以外の方は、在留カード(両面)及びパスポートのコピー For non-Japanese citizen applicants, a copy of Residence Card (both front and back) and Passport.
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』  
 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
- ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
Current USFJ Employee 現従業員 問合せ先：  在日米海軍厚木基地人事部 CNRJ HRO  DSN 264-3624 / 3427 / 3425 ☎046-763- 3624 / 3427 / 3425	Current USFJ Employee 現従業員 提出先：  〒252-1101 神奈川県 綾瀬市 在日米海軍厚木基地人事部 HRO BOX12  Ayase-Shi, Kanagawa-ken CNRJ HRO Box 12 〒252-1101	PDNO: FLCY-4512-017
Off Base Applicant 外部応募者 問合せ先：  労務管理機構 座間支部 管理課 管理第二係  Zama Branch of Labor Management Organization, Management Section 2 ☎046-251-0667	Off Base Applicant 外部応募者 提出先：  〒252-0011 神奈川県 座間市 相武台 1-46-1 労務管理機構 座間支部 管理課 管理第二係  1-46-1, Soubudai, Zama-shi, Kanagawa-ken Zama Branch of Labor Management Organization Management Section 2 〒252-1101	

\* 履歴書及び添付書類は締切日午後三時までに上記住所必着のこと。Send application and attachments to above address by 1500 of the Cut Off/Closing date of the announcement.

\* 応募時点で規定の雇用資格を満たしていない、又は書類不備の応募者は選考の対象となりません。Ineligible applicants or incomplete applications will not be referred for consideration.

\* 提出された応募書類はお返ししません。Submitted applications will not be returned.

\* 初回選考締切日以降は、選考決定により締切となることがあります。After 1<sup>st</sup> Cut Off Date, announcement may close due to decision of selection.

\* 応募書類の書式は以下の URL よりダウンロードできます。Forms for application are available for download on our web site [http://www.cnic.navy.mil/regions/cnrj/om/human\\_resources/MLC\\_IHA\\_HPT\\_Jobs/JN\\_Forms.html](http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

#### PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

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